

14 December 1979

OFFICE OF PERSONNEL NOTICE NO. 20-79-23

SUBJECT: Special Pay Rates for Certain Clerical Positions [REDACTED]

1. Under Section 5303 of Title 5, United States Code and Executive Order 11721, as amended, the Office of Personnel Management has established special minimum salary rates and rate ranges at GS-02 through GS-06 for positions [REDACTED]

[REDACTED] that are allocable to the following series: GS-312, Clerk Stenographer and Reporter Series; GS-318, Secretary Series; GS-322, Clerk Typist Series; and GS-356, Data Transcribing Series; and for all other positions with the parenthetical title (Typing) or (Stenography) classified under the Typing and Stenography Grade Evaluation Guide. The rates and position categories to which the rates apply are shown in the attached schedule.

2. The effective date of the new schedule is 7 October 1979. The pay rate of each employee will be fixed at the numerical step in the special rate range which corresponds to the employee's existing numerical step in the rate range for his or her grade or level. This pay adjustment will not be considered an equivalent increase within the meaning of 5 U.S.C. 5335.

3. Employees are not entitled to saved rates when reassigned to positions beyond the geographical area for which special pay rates are authorized.

4. On and after the effective date, all new employees in the specified position categories will be hired at the new minimum rates.

5. The following information will be required on Form 1152, Request for Personnel Action, which is prepared for employees in the position categories to which the special pay rates apply:

- a. Under Item 5, Category of Employment--in addition to the prescribed category designation, insert:

[REDACTED]

- b. Under Item 14, Classification Schedule, use "GSC" designation.

[REDACTED]

Harry E. Fitzwater  
Director of Personnel

Attachment

Special Approved For Release 2005/11/28 : CIA-RDP92-00420R000300040025-0

SELECT CLERICAL PAY SCHEDULE

Attachment  
OPN 20-79-23

Per Annum Rates.

Effective 7 October 1979

Grade Increment	1*	2	3	4	5	6	7	8	9	10
GS-02	\$ 9,267	\$ 9,532	\$ 9,797	\$10,062	\$10,327	\$10,592	\$10,857	\$11,122	\$11,387	\$11,652
GS-03	10,144	10,442	10,740	11,038	11,336	11,634	11,932	12,230	12,528	12,826
GS-04	11,054	11,389	11,724	12,059	12,394	12,729	13,064	13,399	13,734	14,069
GS-05	11,993	12,368	12,743	13,118	13,493	13,868	14,243	14,618	14,993	15,368
GS-06	12,949	13,367	13,785	14,203	14,621	15,039	15,457	15,875	16,293	16,711

\*Corresponding statutory rates:

GS-02 - sixth  
GS-03 - fifth  
GS-04 - fourth  
GS-05 - third  
GS-06 - second

Occupation categories to which the above rates apply:

GSC-0312.01	Clerk Stenographer	GSC-0322.06	Transcriptionist
GSC-0312.02	Shorthand Reporter	GSC-0322.07	Word Processing Operator Supervisor
GSC-0318.01	Secretary-Stenographer	GSC-0322.08	Word Processing Operator
GSC-0318.02	Secretary-Typing	GSC-0322.09	Clerk Typist-Foreign Language
GSC-0318.03	Secretary	GSC-0356.11	Word Processing Operator-Proofreader
GSC-0322.01	Clerk Typist	GSC-0356.01	Data Transcriber
GSC-0322.02	Typing Unit Supervisor	GSC-0356.02	Data Transcriber Supervisor
GSC-0322.03	Publications Typist	GSC-1105.05	Procurement Clerk-Stenography
GSC-0322.04	Publications Unit Supervisor		

as well as all other positions with the parenthetical title Typing or Stenography and classified under the Typing and Stenography Grade Evaluation Guide.